

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Accounting Technician I (Position #5-3)
LOCATION: Craven County Health Department – Administrative Unit
HIRING RANGE: \$26,853 - \$28,145
JOB TYPE: Full-time/Permanent/Non-Exempt
POSTING DATE: June 17, 2014
DATE AVAILABLE: June 30, 2014
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to validate patient account information via the patient encounter form and various clinical records to ensure correct billing for services rendered and post to A/R ledger. Follow-up to this is the billing of Medicaid, self-pay patient debts and insurance filing which is a revenue source projected in our current operating budget.

ESSENTIAL JOB FUNCTIONS

Billing patient insurance to providers. Posting accounts to the accounts receivable ledger. Providing financial counseling to patients regarding the current balanced for services. Billing self-pay patients weekly. Data entry into the State and in-house software programs regarding patient statistics. Updating the Health Department debt set-off ledger and balancing ledger weekly. Respond to billing and coding inquiries from clinical staff, clerical staff and patients. Contact insurance companies for unpaid claims and patient verification. Mail bills to patients for denied insurance claims. Provide the Administrative Officer with monthly reports. Interface with County Finance Office in attempt to collect bad checks.

ADDITIONAL JOB FUNCTIONS

Assist in the preparation of county budgets, as required. Provide back-up to a number of accounting positions with the Administrative Unit. Perform related work, as may be required.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school or equivalent with a minimum of two (2) years insurance billing and accounting. Successful applicant must have some working knowledge of personal computers and software, preferably with Excel. Ability to speak Spanish a plus.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Deborah Barmann at 252-636-4960.

Craven County is an Equal Opportunity Affirmative Action Employer.

